

(UNMIL)

Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SUB-PIO-12-2050	Deadline: Monday 16, April 2012
Post Title: Radio Producer (One position)	Level: NO-C
Organizational Unit: Public Information Section – Media Relations Unit	Location: Monrovia
Initial Appointment: Initial one (1) year subject to funding of the posts and satisfactory performance	IMIS Post #: 57943 Indicative Minimum Annual Gross Salary: USD 30,093.00

UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Management Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed.

Please note that you can also apply by email to unmilrecruitment@un.org. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.

Description of Main Duties:

Under the general supervision of the Chief of UNMIL Radio, Public Information, the incumbent shall be responsible for the following duties:

Programme and News Production:

- Write and record for broadcast original radio materials, programmes, announcements, features and news segments for the Mission radio and for re-broadcast via partners and community radio stations
- Conduct live or recorded interviews.
- Write forward-looking quarterly matrices as well as daily programme reports.
- Consult with supervisor on the content and topics of the various programmes; prepare scripts for on air presentation.
- Reporting, editing and presenting news and covering assigned “beats” as and when necessary.
- Produce a pre-recorded or live news and/or current affairs programme for UNMIL Radio capturing important political, health , social, peace and/or development issues, challenges and successes to support the UNMIL mandate and its substantive pillars, i.e. Recovery & Governance and Rule of Law.
- As a senior ranking national staff, support the management and Chief of UNMIL Radio in monitoring and evaluation, reviewing monitoring practices and evaluating feedback with a view to maintain and improve practices and output.

Programme Design/Media Coverage:

- Research programme topics, identify and contact appropriate guests for the programme in line with the subject matters to highlight and aid in the development of programme ideas.
- Prepare playlists for programme.
- Work independently and in cooperation with international and local radio producers.
- Daily engage stakeholders and policy makers in Government, Diplomatic Missions Non-Governmental Organizations on their activities to promote the peace process.
- Identify programme themes quarterly, research and highlight the mission focus over that period.
- Collect information and file reports.

Training and Supervision

- Provide training, coaching, supervision and mentoring for young producers and journalists.
- Participate in planning, implementation, supervision and presenting of special events, often presented and broadcast live on UNMIL Radio.
- Help to organize activities and deliver lectures in support to UNMIL’s key priority areas, such as to women and girls.
- Serves as UNMIL Radio focal point for an agreed area, such as Gender issues.
- Perform other duties and other tasks in relation to the job as assigned.

Competencies

Technological awareness - Conversant with appropriate communication technologies. Good knowledge of the operating characteristics of a wide-range of radio software (such as Cool Edit, Adobe Audition, Jazler, etc.) and equipment used in all aspects of production, principles and techniques of radio production and current trends and developments in radio, broadcasting and multimedia technologies.

Professionalism - Ability to develop original radio programmes; ability to adapt and be innovative as new communications challenges arise; adept at research, and at planning, writing, producing and editing a programme or series of programmes; ability to assume responsibility and work independently and go the extra mile to ensure smooth programming output.

Communication - Demonstrated highly developed communication (spoken, written, public speaking and presentation) skills, including ability to present and defend difficult positions to senior officials.

Planning and Organizing – Planning workload ahead for oneself and staff under supervision; ability to work under tight deadlines, for extended hours.

Judgment and decision-making - Ability to analyze and exercise independent judgment and make decisions on difficult and complex problems.

Teamwork - Ability to work effectively in a diverse team; demonstrated ability to develop and maintain effective working relations with colleagues of all backgrounds.

Qualifications and Experience:

Education: Advanced university degree (Master's degree or equivalent) in degree in Communication/Broadcasting and or other related field of studies. A first level university degree with a relevant combination of education, professional training, certification in Communication/Broadcasting and or other related field of studies may be accepted in lieu of the advanced university degree.

Experience: A minimum of five (5) years for Masters Degree or seven (7) years for Bachelors Degree of progressively responsible experience as a Radio Producer. Proven history of involvement in the use of computer assisted systems for editing, production, automation, recording, scheduling, music selection, library, etc.

Supervisory experience – Desirable

Languages: Fluency in spoken and written English is essential; knowledge of local languages is an asset.

Driving Licence: Desirable but not a requirement.

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to
Vacancy # UNMIL-SUB-PIO-12-2050 should be forwarded to the attention of:

**UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, 7th Floor, Room # 705F
Pan African Plaza, Tubman Boulevard, Monrovia**